

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Director of Nursing

Class Code: 51037

A. Purpose:

Directs and supervises all aspects of nursing services and resident care for the South Dakota State Veterans' Home to ensure quality care is provided to the residents in compliance with state and federal standards.

B. Distinguishing Feature:

The Director of Nursing has administrative and supervisory responsibility for nursing services and resident care at the South Dakota State Veterans' Home.

The Veterans' Home Charge Nurse directs and oversees direct care services provided to unit residents and supervises nursing care staff.

The Veterans' Home Nurse provides direct nursing care to the residents of the nursing care unit and the domiciliary unit sections and directs the activities of the nursing care staff.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Develops, reviews, and participates in nursing care plans, individualized nursing assessments, and individual and group programming for all residents to ensure appropriate care is given to residents undergoing various treatments, therapies, or medications.
 - a. Supervises and establishes resident care for the facility.
 - b. Directs the team care committee to ensure there is a team approach on all residents.
 - c. Attends team conferences and admission and discharge planning for residents.
 - d. Informs the physician of any change of condition on residents and the progress of residents in the area hospitals.
 - e. Communicates with residents' families concerning treatments and progress.
2. Assesses and develops policies and procedures appropriate to current nursing practices and technology, and updates current policies and procedures to keep nursing staff abreast of improved nursing techniques and technology.
 - a. Conducts staff meetings to provide in-service training and to discuss problems determined by quality assurance and infection control reviews.
 - b. Attends or conducts continuing education seminars and staff meetings.
3. Supervises subordinate staff to ensure that the objectives of the work unit are met.
 - a. Interviews and selects staff.
 - b. Provides training and work direction.
 - c. Approves leave requests.
 - d. Addresses staff problems and recommends disciplinary action.
 - e. Conducts performance appraisals and completes performance documents.
4. Maintains records of residents to maintain accurate updated documentation of activities and conditions.
 - a. Maintains special incidents and statistical records.
 - b. Documents and maintains nursing care plans and assessments and corrective action plans.
 - c. Reviews and approves unit scheduling.

5. Assesses resident life and nursing care units to ensure a clean, safe, and therapeutic environment with goal-directed activities of daily living and nursing care for residents.
 - a. Develops and implements education programs for the facility regarding infection control.
 - b. Maintains an annual mandatory TB testing program.
 - c. Orientates new employees on infection control issues.
 - d. Maintains accurate and up-to-date information on disease prevention.
 - e. Researches appropriate measures from vendors and other infection control personnel.
6. Participates in committees, task forces, treatment teams, and attends resident staffing to discuss individual residents or the overall health care facility to provide the best possible resident care with available staff and resources.
7. Develops budget projections for nursing care services to ensure the needs of the residents and nursing care units are met.
 - a. Approves, monitors, and reviews expenditures.
 - b. Gathers input from nursing care staff.
 - c. Discusses and justifies budget with administrative staff to gather input.
8. Performs other work as assigned.

D. Reporting Relationships:

Subordinates reporting to this position include Veterans' Home Charge Nurses, Veterans' Home Nurses, Licensed Practical Nurse, Occupational/Physical Therapy Assistant, Nurse Aide, Secretary, and temporary staff.

E. Challenges and Problems:

Challenges include dealing with many different personality types and diversity in the needs of the residents. This is difficult because it requires fitting these needs into a day schedule and ensuring that subordinates recognize these individual needs and respond to them.

Problems include maintaining adequate staffing and equipment, providing 24-hours nursing care, fixed staffing levels and limited budgets, ensuring compliance with the standards established by the Veterans Administration and the state department of Health, educating staff on the importance of compliance with policies and procedures, increasing care needs of residents, ensuring all staff are informed of changes in infection control, maintaining accurate and up-to-date information on disease prevention, and researching appropriate measures from vendors and other infection control personnel.

F. Decision-making Authority:

Decisions made include shifting staff between units, hiring and terminating staff, policies and procedures for nursing care services, quality assurance requirements, accuracy of statistical reporting, accurate MDS tracking, proper coding and census of population, how to expend budget and budget needs, plans of care for residents, whether to refer employees for further TB testing, content of in-services regarding disease prevention, purchasing supplies for residents to prevent the spread of infections, those involving comprehensive nursing care, selection of employees and disciplinary actions, revisions to or the development of policies and procedures, whether to refer a patient to a health care facility in emergency situations, and establishing minimum staffing patterns.

Decisions referred include final approval of disciplinary actions, coordination of surveys with the VA and DOH, continuing problems with resident care or elderly safety issues, requesting new

FTE in the budget process, final decision of cost effectiveness of supplies versus proven results, and approval of staff attending outside workshops, final approval for the purchase of equipment, and legal matters.

G. Contact with Others:

Daily contact with residents to review and discuss care issues; weekly contact with physicians, physicians assistants, physical therapy, dentists, and dietitians to discuss resident treatment and progress; weekly contact with multidisciplinary team members to review resident care; monthly contact with the Veterans Administration to discuss care issues and standards; bi-monthly contact with vendors to discuss or request supplies; occasional contact with a resident's family to discuss the care of the resident; and occasional contact with maintenance personnel to have equipment repaired or for general building maintenance

H. Working Conditions:

Works in a typical office environment and in resident and nursing care units. There is the risk of assault by an aggressive or intoxicated resident and the exposure to infectious diseases.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- professional nursing practices;
- Veterans Administration and Department of Health nursing standards;
- Veterans Administration regulations and billing procedures;
- nursing quality assurance and infection control;
- nursing program planning;
- nursing training practices and procedures;
- effective methods of supervision;
- management techniques.

Ability to:

- communicate information clearly and concisely;
- delegate tasks;
- deal tactfully with others;
- manage;
- chart medical information;
- use a computer;
- identify and respond to medical conditions or diseases;
- keep abreast of changes in medical techniques and technology.

J. Licensure and Certification:

Must be licensed to practice as a registered nurse in the State of South Dakota.